

## Fall 2009

The procedure for registering to use ExamSoft for your exams has changed this year. You will receive an e-mail from Karen Koelemeyer providing a link to the ExamSoft site and a password. You must then download, install, and register the software. The deadline for downloading, installing, and registering the software is September 21, 2009 (for the 1L Practice Exam) and November 16, 2009 (for fall exams). Training sessions are mandatory. Please sign-up with Karen in Area 284. The sessions will be offered on the following dates:

### 1Ls (for Practice Exam)

Monday, September 14, at 11:00 a.m. in Ulbricht

Wednesday, September 16, at 11:00 a.m. in Stride

Tuesday, September 22, at 11:00 a.m. in Ulbricht

Thursday, September 24, at 11:00 a.m. in Ulbricht

### All Students (for Fall Exams)

Monday, November 9, at 11:00 a.m. in Ulbricht

Wednesday, November 11, at 11:00 a.m. in Ulbricht

Monday, November 16, at 11:00 a.m. in Ulbricht

Tuesday, November 17, at 11:00 a.m. in Ulbricht

Wednesday, November 18, at 11:00 a.m. in Ulbricht

Software must be installed prior to attending the training session.

By registering to use the software you are agreeing to the following statements:

1. I have read and agree to the Policy for ExamSoft and the Information Sheet (available at <http://www.valpo.edu/law/registrar/examsoft/index.php>).
2. I am registered with ExamSoft, my laptop computer has been certified, and I understand that I must complete a training session with Karen Koelemeyer, ExamSoft Administrator.
3. I understand and agree that taking my exams via computer is offered as a convenience and privilege, not as a right. Making sure my equipment is in good working order and knowing how to use the program are solely my responsibility.
4. I understand and agree that if for any reason I cannot continue typing the exam using SofTest, I must hand write the remainder of the exam.
5. I understand and agree that I am solely responsible for taking my exams via computer and will not hold the Law School, faculty or staff liable for any problems encountered during the taking of such exams.

For further information, please contact [Karen Koelemeyer](#).